AIM Data Collection Guide:

TEST WINDOW ABSENCES & AGGREGATE HOURS COLLECTION

This guide explains the basic process for entering Test Window Attendance and Aggregate Hours information into AIM.

Topics covered in this guide include:

- *Four ways to enter absences and aggregate hours information*
- *Verifying data*
- *How to Resync State Data*

The Test Window Absences & Aggregate Hours Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the Test Window Count Date. The Test Window Count Date is the second Count Date used to calculate the AYP attendance rate.

The Test Window Attendance data must be accurate **as of the Test Window Count Date, March 22, 2016.** If there are no classes held on that date, use the next regularly scheduled school day. The collection is **due by April 4, 2016.**

There are four basic methods of entering this data. Before beginning this process, there are a few considerations in choosing the most appropriate method for your district:
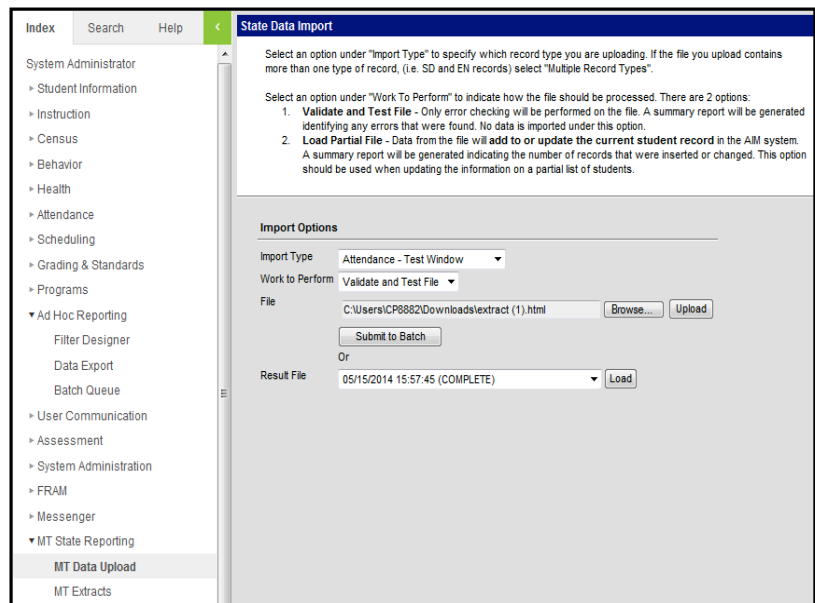
1. **All of our attendance data is stored on a third party student information system – which method should I use to enter absences and aggregate hours information?**
   - Most student information systems have automated uploads to extract information in a format that will upload to AIM. (Method #1) *page 2*
2. **Our district only has a few students – which method should I use to enter absences and aggregate hours information?**
   - Districts with only a handful of students may find the direct entry method most convenient (Method #2). *page 3*
3. **Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter absences and aggregate hours information?**
   - Districts who maintain paper ledgers may want to default all students to full-time hours and use the direct entry method to modify select students and enter absences (Method #3). *page 3*
4. **Our district uses the District Edition application (or Montana Edition) to collect student attendance information – which method should I use to enter absences and aggregate hours information?**
   - Districts who maintain attendance information with Infinite Campus can use the MT Count Date Attendance tool (Method #4) to auto-calculate their Test Window Absences and Aggregate Hours data. *page 5*

METHOD #1: (MT Edition Only) **Export data from your Student Information System.**

Create an export file from your Student Information System. Save the file in either *.txt or *.tsv format.

From the **Index**, select **MT State Reporting**/*MT Data Upload*.

Choose **Import Type**, *Attendance – Test Window Count*, and **Work to Perform**, *Validate and Test*. Browse for the file and click *Upload*.
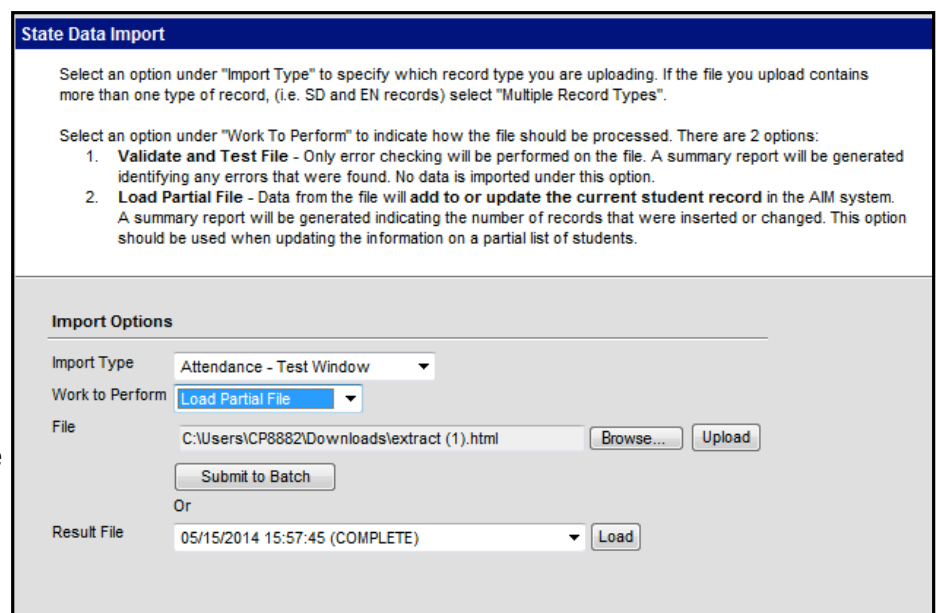
Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting**/*MT Data Upload*.

Change **Work to Perform** to *Load Partial File*. Click *Upload*.

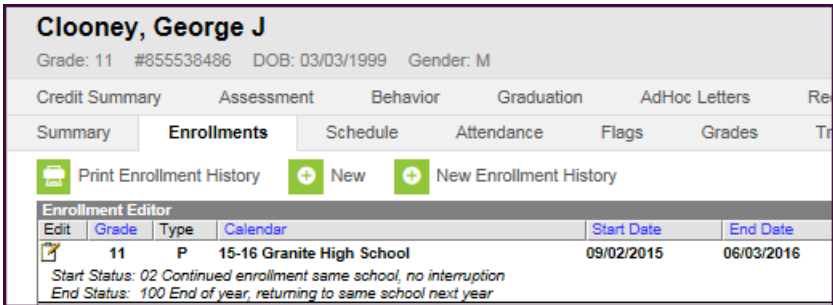**NOTE:** Be sure to resync the data-see page 7.

METHOD #2: (District Edition or MT Edition) **Enter Aggregate Hours and Absences by Student using direct entry.**

Select *Year* 15-16 and a *School*.

Click the **Search** tab. *Search for Student*. Click *Go*.
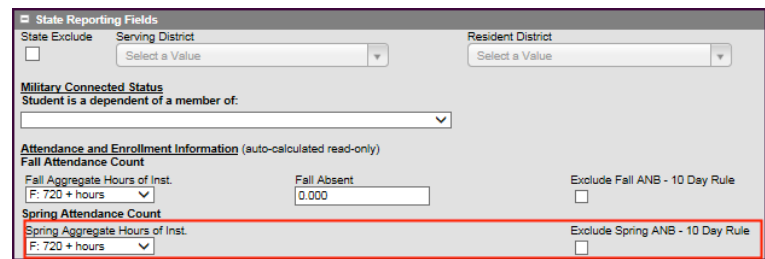
Click a Student's name and select the **Enrollments** tab.

Clooney, George J
Grade: 11   #855538486   DOB: 03/03/1999   Gender: M

| Credit Summary | Assessment | Behavior | Graduation | AdHoc Letters | Re |
| Summary | Enrollments | Schedule | Attendance | Flags | Grades | Tr |

🖨 Print Enrollment History   ➕ New   ➕ New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
🖉	11	P	15-16 Granite High School	09/02/2015	06/03/2016

Start Status: 02 Continued enrollment same school, no interruption
End Status: 100 End of year, returning to same school next year

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State Reporting Fields

State Exclude ☐   Serving District [Select a Value ▾]   Resident District [Select a Value ▾]

Military Connected Status
Student is a dependent of a member of:
[▾]

Attendance and Enrollment Information (auto-calculated read-only)
Fall Attendance Count

Fall Aggregate Hours of Inst.	Fall Absent	Exclude Fall ANB - 10 Day Rule
F: 720 + hours ▾	0.000	☐

Spring Attendance Count

Spring Aggregate Hours of Inst.		Exclude Spring ANB - 10 Day Rule
F: 720 + hours ▾		☐

Open the current 15-16 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under *Test Window Aggregate Hours*, select the appropriate hours. Enter *Test Window Absent* (portion of the day the student was absent on the Count Day). A value of 0.000 indicates the student was present the entire day/0.500 indicates the student was present half-day.

Click *Save*.

Continue for every student enrolled on March 19, 2015.
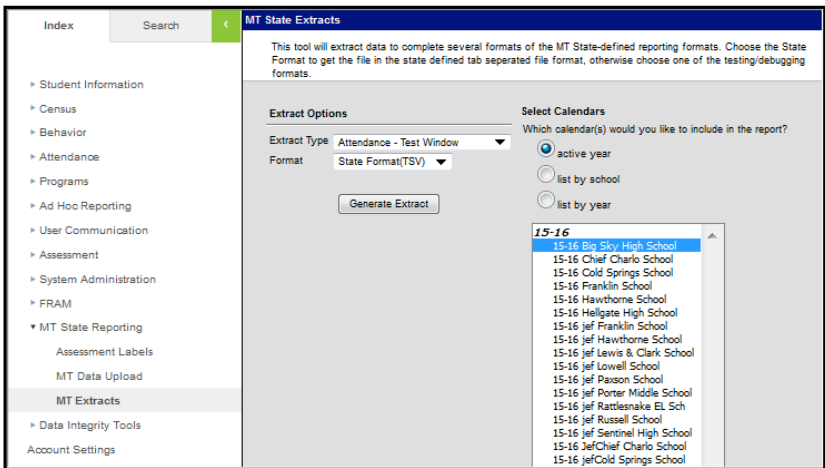
METHOD #3: (District Edition or MT Edition) **Default Aggregate Hours to Full-time and enter Attendance.**

From the **Index**, select **MT State Reporting**/*MT Extracts*.

Select **Extract Type**, *Attendance – Test Window Count* and **Format**, *State Format (TSV)*. Select the *Calendar(s)*.

Click *Generate Extract*.

Save the file to a convenient location (i.e., the desktop).

| Index | Search | ‹ | **MT State Extracts** |

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

▸ Student Information
▸ Census
▸ Behavior
▸ Attendance
▸ Programs
▸ Ad Hoc Reporting
▸ User Communication
▸ Assessment
▸ System Administration
▸ FRAM
▾ MT State Reporting
    Assessment Labels
    MT Data Upload
    MT Extracts
▸ Data Integrity Tools
Account Settings

Extract Options

Extract Type [Attendance - Test Window ▾]
Format [State Format(TSV) ▾]

[Generate Extract]

Select Calendars
Which calendar(s) would you like to include in the report?
◉ active year
○ list by school
○ list by year

15-16
15-16 Big Sky High School
15-16 Chief Charlo School
15-16 Cold Springs School
15-16 Franklin School
15-16 Hawthorne School
15-16 Hellgate High School
15-16 jef Franklin School
15-16 jef Hawthorne School
15-16 jef Lewis & Clark School
15-16 jef Lowell School
15-16 jef Paxson School
15-16 jef Porter Middle School
15-16 jef Rattlesnake EL Sch
15-16 jef Russell School
15-16 jef Sentinel High School
15-16 JefChief Charlo School
15-16 jefCold Springs School

From the **Index**, select **MT State Reporting**/*MT Data Upload*.

From **Import Type**, select *Attendance – Test Window Count* and **Work to Perform**, *Load Partial File*.

Click *Upload*.

All student enrollments will now be marked as **Testing Window Hours of Instruction** *F: 720+* with **Test Window Absent** at *0.000*.

If a student was absent or has different *Aggregate Hours* (other than *F: 720+*), follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Open the current 15-16 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Enter *Aggregate Hours*.

Enter *Testing Absent* (portion of the day the student was absent on the Count Day).

Click *Save*.

NOTE: Be sure to resync the data – see page 7.

METHOD #4: **(District Edition or MT Value Added)** **Districts using Infinite Campus to Record Daily Attendance**

Districts who record daily attendance in District Edition or MT Edition Value Added do not need to enter *Aggregate Hours* and *Absent Count* data for individual students. This information can be calculated automatically from the attendance data entered into Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the Index, expand **MT State Reporting**. Select **MT Count Date Attendance**.

From **Select Count Period to Calculate**, choose Testing. Enter **Count Date**.

All other options will calculate automatically. Click *Run Test*.

Open the Results Report.

Check the warnings/errors and number of enrollments to be updated, make corrections as needed.

Note: The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

** Individual corrections will be overridden if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.

Return to the **MT Count Date Attendance** tool. Click *Generate*.

Repeat for each **School/Calendar**.

VERIFYING DATA -- STATE PUBLISHED AD HOC FILTERS

There are two state published ad hoc filters which are useful in verifying Test Window Aggregate Hours and Absence data.

Under **Ad Hoc Reporting/Filter Designer/State Published** are two useful reports:

- *TW Missing Aggregate Hours* --reports all students who are missing Test Window aggregate hours.

- *TW Absences* -- reports all students marked absent on the Testing Count Date.

NOTE: When using ad hoc filters, remember to set **Year** to *15-16* at the top of the screen and set **School** to the school or schools to be searched.

RESYNC STATE DATA

When using any of the above methods, **EXCEPT METHOD #2,** it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/*Resync State Data***. Set the *Year* to 15-16.

Check the box for ***Enrollment.***

All associated boxes will automatically populate. At the bottom, click ***Request Resync***.

A data sync is required for all file uploads and recommended before data collection due dates.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or opiaimhelp@mt.gov for assistance.